

MINUTES
Youth Athletic Advisory Board
Village of Key Biscayne, Florida
Thursday, April 29, 2008

Key Biscayne City Hall
88 West McIntyre St.

5:30 P.M.

CALL TO ORDER/ROLL CALL OF MEMBERS: The meeting was called to order at 5:40 PM by Robert Bailey. Present were board members Robert Bailey, Robert Gusman, Myra Lindsay, John Lombardi, Marianne De La Fuente, and Ricardo Martinez. Bill Thompson joined the meeting at 6:00 PM. Also present were the Village Manager, Chip Iglesias, the Parks and Recreation Director, Todd Hofferberth, and two board members from the KBAC, Jackie and Marcelo Radice.

The minutes from the April 2, 2008 board meeting were amended to state that the meeting was adjourned by Todd Hofferberth at 7:27 PM. The amended minutes were approved unanimously.

The Board reviewed the agenda. The Board discussed a procedure to add items to upcoming agendas. The Board requested that the agenda be prepared in advance and posted with sufficient notice for the public. It was agreed that the agenda items for the next meeting should be determined during the previous meeting. If Board members have items that they feel need to be discussed at the next meeting that arise after the agenda has been set at a meeting they may forward those items to the Parks & Recreation Director. These items will be added to a list of tentative agenda items to be reviewed and added or deleted from the agenda during the agenda review process of the next meeting.

The Board discussed developing goals and objectives for the Board. The Board also discussed the importance of setting processes and procedures for conducting Board functions. The Board would like to develop specific goals and a non-sport specific business plan for the youth sports program.

The Board proposed drafting clear procedures for hiring and managing coaches for all sports programs. More specifically, the Board discussed the need to have (1) written job descriptions for all personnel, (2) employment applications for all personnel, (3) presentations to the Village and the Board for all proposed athletic programs, and (4) conducting structured interviews of all new employees or programs. The Board discussed the importance of completing criminal background checks for employees. Concerns were raised about hiring individuals with DUI convictions to work and manage our youth athletic programs. The Board inquired about the Village's policy regarding hiring an individual with a DUI conviction whose primary responsibility is with children. The Village representatives indicated that this factor alone would not necessarily prevent the Village from hiring someone. The Board requested clarification

from the Village attorney on this issue.

The Board discussed the agenda for the May 13, 2008 meeting. The Board requested that the Village contact other youth sports programs that take place in Pinecrest, Coral Gables, Miami Shores, and Weston to see if they would be able to attend the May 13th meeting and provide the Board with information on how they operate their youth athletic programs. It was suggested that they at least be provided pizza and refreshments if they are able to attend. The Board agreed to forward the Parks and Recreation Director specific questions and information they would like to obtain from these organizations. The Board discussed role of the local governments in the operation of youth sports as a subject to be discussed.

The Board discussed the issues pertaining to soccer proposal, presented by Mr. Hofferberth on behalf of the Village. The issues were discussed in the order they appeared on the proposal. The first topic of discussion was the management staff for the Boy's soccer program. Several concerns and questions were raised and posed to the Board and the Village representatives. These included the following: (1) the need to conduct a detailed analysis of the problems with the soccer program in the past so that these issues can be avoided going forward, (2) the decision that has apparently already been made to maintain the same soccer director in the face of the complaints and problems of the past, (3) the Village's liability with respect to the recent legal issues confronting the director, (4) a desire to delineate the precise job description for the soccer director, (5) concern over the salary of nearly \$20,000 being allocated to the director in a lump sum, (6) why is the position for soccer director not being advertised and put out "to bid", so to speak, (7) how will the Village handle the confirmation of the soccer coaches' and director's credentials, especially their immigration documents?, (8) what is the application process for the soccer director and coaches?, (9) how are the contract negotiations with the soccer director and coaches being handled, and (10) why are we dealing only with the soccer program when we have the football program starting this summer, far before the soccer program?

In response to these inquiries and concerns, the Village representatives in attendance had the following responses, assurances, comments: (1) Time is running short and the soccer season will be fast upon us, (2) There is not enough time to conduct a search for a new soccer director without jeopardizing the entire program, (3) the legal issue has already been addressed by the Village's counsel and has been confirmed in writing, (4) a job description for the soccer director will be distributed to the Board, (5) the salary appears to be competitive and is reduced from past years, (6) the position is not being advertised or put out to bid for reasons already specified- i.e., the lack of time to do so, (7) Mr. Hofferberth and his staff will manage the credentialing issues, including all background checks, (8) the application process includes the completion of an application and an interview with Village staff, (9) Mr. Hofferberth, under the supervision of the Village Manager is handling the negotiations, and (10) the football program appears to be on good footing and is already being well maintained by the new (to be appointed) commissioner and the Village. The Village representatives expressed their viewpoint that this is a work

in progress and that going forward, it is the Village's goal to work with the KBYAAB to more closely evaluate all of the issues being raised by the KBYAAB, but this will not be possible before the upcoming soccer season. It was agreed that this process will need to start long before the next soccer season ends, or else we will find ourselves in the same predicament next year.

In response to the Village's strong concern over the lack of sufficient time to conduct an in-depth analysis of the existing program and its potential solutions, the KBYAAB Board acknowledged that it was not their final decision whether the same soccer management was retained by the Village. However, this did not change the Board's concern about this decision. Nonetheless, in the spirit of cooperation, the following suggestions were made to the Village: (1) Create detailed job descriptions for the soccer management staff, (2) consider paying the soccer director on a hourly basis with precise documentation of the time he spends coordinating the soccer program, (3) providing feedback to the Board on all of these issues going forward. The Board expressed their desire that they want to insure that the issues from past seasons are identified and not repeated going forward. Ms. Lindsay was appointed to head a sub committee to research the past problems and issues with the soccer program and to look at how other communities are handling their soccer programs.

Discussions also took place regarding potential soccer management programs. The need for all coaches to speak English and to have legal US immigration status was discussed.

The next item discussed was the Girl's management staff. Concern was raised as to the need for two directors, when the boy's program had only one. The discrepancy in the size of the boys' program (26 teams) and the girl's program (9 teams) was noted in relation to the number of soccer directors required. The response from the Village and other Board members was that there is a stronger need for support for the girls' program at this juncture, as it is a new program and the quality and skill level of coaches and coordinators needs extra attention. The Board acknowledged this point and was in agreement. Several board members raised concern over the UM leadership for the girls programs, noting conflicts with the UM schedule and the KB schedules.

The next item discussed was fees. The Board requested more information on how the new fee plan would be implemented and the resulting soccer budget. The Board discussed the past issues with fees and the Board requested that the Village staff provide information on the fees charged by other youth soccer programs. Concern was raised over the increase in participant fees from the \$300 level to the \$5-600 level, however, if this is the customary amount charged by other programs, then so be it. The concept of monthly fees was felt by some to be a good one but others disagreed. Concern was raised over having different rates being paid to different coaches. One reason given for the different rates was the issue of travel to and from Key Biscayne. It appears that some coaches travel to the Key and then have 2-4 coaching sessions, thereby justifying a lower fee, while others come and go from the Key for only one session. The Board recommended making all of the coaching fees equal but then adding a small 'travel

stipend' for each trip to the Key. Finally, the Board requested information regarding who would be on site during the programs in the evenings and on weekends.

Uniforms were discussed briefly and the Board Ok's a decision to go to reversible jerseys as long as they were not heavier and therefore hotter for the players.

The budget numbers presented by the Village were reviewed, but the numbers presented did not seem to 'add-up'. The Village explained that they had not provided us yet with a more definite budget. They had waited until after this meeting so that they could have a better understanding of the future direction of the soccer program.

The Board suggested that a Chart of Communication be provided so that parents know who to contact when they have questions or need additional information. The Board mentioned the need for the KBAC to appoint commissioners for the Girls Soccer, Boys Soccer and Tackle Football. Staff would recommend that a Flag Football commissioner be appointed at this time as well.

The meeting was adjourned by Robert Bailey at 7:22 PM.